

Jaffrey Public Library Board of Trustees Meeting Minutes

Date May 19, 2021

Time 10:00 am

Chair John Stone

Present Emily Carr, Grace Flesher, John Stone, Jaime Hutchinson, Deb Weissman, Julie Perrin (Library Director), Owen Houghton (Alternate – entered at 10:42 am)

Absent Jim Draper (Alternate)

Meetings are open to the public except as allowed under RSA 91-A:3.

If requested, the meeting may become a non-public session per RSA 91-A: 3, II (a) personnel; (b) hiring of any person as an employee; (c) matters which, if discussed publicly, would affect adversely the reputation of any person; (d) consideration of acquisition, sale, or lease of property; (e) consideration or negotiation of pending claims or litigation.

Call to Order

10:02 am JS

Read by Julie Perrin:

As a representative of the Jaffrey Public Library Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656, entering meeting ID 847 1614 7333 and password 958503, or by clicking on the following website address:

<https://us02web.zoom.us/j/84716147333> and entering password 958503.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Jaffrey Public Library at www.jaffreypubliclibrary.org

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email jperrin@jaffreypubliclibrary.org

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call

Emily Carr	No other person in the room
Grace Flesher	No other person in the room
John Stone	No other person in the room
Jaime Hutchinson	No other person in the room
Deb Weissman	No other person in the room

Approval of Minutes

4/21/21 Public Meeting

Motion to approve as presented **GF/EC**

Roll Call

Emily Carr	Aye
Grace Flesher	Aye
John Stone	Aye
Jaime Hutchinson	Aye
Deb Weissman	abstain

Motion carries 4:0

5/10/21 Public Meeting

Motion to approve as presented **GF/EC**

Roll Call

Emily Carr	Aye
Grace Flesher	Aye
John Stone	Aye
Jaime Hutchinson	Aye
Deb Weissman	Aye

Motion carries 5:0

4/21/21 Non-Public Meeting

Motion to approve as presented **EC/GF**

Roll Call

Emily Carr	Aye
Grace Flesher	Aye
John Stone	Aye

Jaime Hutchinson Aye
Deb Weissman abstain

Motion carries 4:0

Corresponding Secretary's Report

As submitted

Treasurer's Report

As submitted

Motion to approve as presented GF/JH

Roll Call

Emily Carr Aye
Grace Flesher Aye
John Stone Aye
Jaime Hutchinson Aye
Deb Weissman Aye

Motion carries 5:0

Director's Report

As submitted

Marlborough Library Request

The library director of the Frost Free Library in Marlborough has reached out to Julie to inquire about the possibility of their library patrons temporarily using the Jaffrey Public Library if their library building project goes forward.

After much discussion it was agreed that a general framework should be created for such requests. The framework would help determine a price for such usage based on demographics, number of patrons, and the time frame for the use of our library.

This would be based on the framework that was used to determine the price that the town of Sharon is charged that allows its residents to use our library. The Sharon contract is reevaluated on a yearly basis.

Julie will create this document and bring it to the June Board of Trustees meeting for approval.

Book Bike Donation

Julie is pursuing the ILMS/ARPA grant through the NH State Library, which should provide guaranteed funds of \$3,273 which will be used toward the Book Bike purchase. Julie just received a check from the Community Center of Jaffrey to help fund the remaining cost of \$886.

Joe is working on the artwork for the bike and once the artwork is submitted there is a 4 week turn around period until the library receives the bike.

(It should be noted that a town selectman questioned the need for a book bike because he thought the library had a bookmobile. The summer bookmobile, is in fact, run by the local schools and not Jaffrey Public Library. In addition, the bookmobile only visits certain locations and only

provides books for children.)

Building Update

Given Masonry should be finishing up their work today. They have successfully replaced two chimneys, repaired bricks, removed gray mortar, repaired and replaced brownstone, re-grouted the arch, and redid the seams.

The roof was repaired by Melanson Roofing.

The exterior locks have been rekeyed (in response to a missing key).

The elevator was not working properly and has been repaired.

Owen Houghton entered the meeting at 10:42 am.

Internet Policy

A slight change was made to the internet policy to align with CIPA.

It now reads: "The Library may censor/control content of information available on the internet, in accordance with the Children's Internet Protection Act. The responsibility for children's access, however, rests solely with the parent/guardian. The library will not serve in loco parentis to monitor children's access."

Motion to amend the internet policy as presented. GF/DW

Roll Call

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

John Stone Aye

Motion passes 5:0

Donation and Gift Policy

After some research, Julie has created a gift acceptance policy for the Jaffrey Public Library.

Motion to accept the draft gift acceptance policy as amended. GF/DW

Roll call

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

John Stone Aye

Motion passes 5:0

New Business

Conservation Commission MOU Draft

Trustees reviewed and discussed the draft MOU shared by Bill Graff of the Jaffrey Conservation Commission.

Trustees also reviewed NH RSA 202-A:6 which states:

202-A:6 Library Trustees; Election; Alternates. – The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, elect a board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

Source. 1917, 59:1. PL 10:52. RL 15:55. RSA 202:6. 1963, 46:1. 1987, 89:1. 2000, 9:2, eff. April 16, 2000.

After reviewing RSA 202-A:6 and considering the motion taken at the last meeting to accept the bushes as a gift from the Jaffrey Conservation Commission, the Trustees amended the draft MOU and will send the amended MOU to the Conservation Commission for review.

Warfield Birds

On May 11, 2021, representatives from the Jaffrey Public Library, Jaffrey Civic Center, Jaffrey Center Village Improvement Society, and Jaffrey Historical Society met with Bob Warfield in an effort to support the possible transfer of The Warfield Bird collection from the defunct Sharon Arts Center to somewhere in Jaffrey.

John Stone and Owen Houghton were in attendance and represented the Jaffrey Public Library at this meeting. John and Owen reported on what was discussed at this meeting.

Considering display space, storage space, security, and because the legal status of the collection's ownership is in question the Trustees do not feel that the library would be the right place to house the Warfield Birds.

Motion to tell Bruce Hill of the Jaffrey Historical Society that the Library Board of Trustees is not interested in obtaining the Warfield Bird collection discussed at the May 11 meeting of the Jaffrey Historical Society and Bob Warfield. GF/EC

Roll Call

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

John Stone Nay

Motion passes 4:1

Meeting concluded 11:54 am

Motion to adjourn by EC/DW

Roll Call

John Stone	Aye
Jaime Hutchinson	Aye
Emily Carr	Aye
Grace Flesher	Aye
Deb Weissman	Aye

Motion carries 5:0

These minutes recorded by Jaime Hutchinson.